



STATE OF CALIFORNIA

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## **CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION**

915 CAPITOL MALL, ROOM 400

P.O. BOX 942809

SACRAMENTO, CA 94209-0001

TELEPHONE: (916) 653-3269

FAX: (916) 654-7440

John Decker

Executive Director

### **JOB OPPORTUNITY BULLETIN**

**CLASS:** Staff Services Manager I, Supervisor

**TENURE:** Permanent

**TIME BASE:** Full-Time

**SALARY:** \$5079 - \$6127

### ***PENDING BUDGET APPROVAL***

Under the general direction of the Staff Services Manager II, this position oversees staff in the Data Collection and Analysis Unit and performs the following duties:

#### **Essential Functions:**

- Conducts analysis of issuer trends. Develops queries using Oracle Discoverer to examine how the municipal debt issuance market has changed with time. Reports these trends to management and to the public through presentations and reports. Monitors the day-to-day work of staff and handles higher level policy questions and concerns directed by filers of the data (typically bond counsels).
- Oversees and directs staff in the improvement and veracity of historical debt issuance data. Develops strategic plan for bridging inconsistencies in the data historically and going forward. Works with industry professionals and management to develop methods to improve the data that have already been submitted. Works with staff to implement these improvements and reports back to management on the success of these improvements.
- Oversees and instructs staff on the completeness and reliability of new filings. On an ongoing basis, works with industry professionals and management to develop procedures to improve the completeness and reliability of new filings. Works with staff on implementing these procedures and reports back to management on the success of these improvements.
- Directs and reviews the analysis of Marks-Roos and Mello-Roos Yearly Fiscal Status Reports. Assigns staff to input and analyze the annual data received. Reviews analyses and uses it to develop reports that illustrate trends in the use of Marks-Roos and Mello-Roos financing.
- Works with the State Treasurer's Office Information Technology (IT) Division to improve electronic filing of debt issuance data. Provides input on how to improve existing reports and works with IT to develop new forms for electronic submittal.
- Using input from staff develops and maintains the procedures manual for the Data Collection and Analysis Unit. Continually updates this manual as procedures change. Develops and implements a succession plan to ensure continuity in training and development for new staff members. Handles staff development and personnel issues. Develops training schedules, handles performance appraisals, and administers discipline, as needed.

### **DESIRABLE QUALIFICATIONS:**

- Computer skills, including PC word processing and spreadsheets.
- Ability to communicate effectively, as well as to establish and maintain cooperative working relationships with others contacted daily.
- Good work habits and dependability.
- Ability to gather and analyze data.
- Ability to work independently and accurately under very restrictive time frames, while adjusting to changing conditions.

### **CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

### **WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Staff Services Manager I (Supervisor).

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

**Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "318-001-4800-002" next to the classification on your application/resume, i.e. Staff Services Manager I (318-001-4800-002).**

### **FINAL FILING DATE:**

Applications will be accepted **until filled**

### **SUBMIT APPLICATIONS TO:**

Cecilia Sanchez  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE QUESTIONS, PLEASE CALL:**

**PUBLIC (916) 653-3100  
CALNET (916) 453-3100**

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